Requester PROCESSING REQUESTS FOR MEDIA SERVICES Civil Service or **START** LMS-CP-5906 Objective: **Contracted Work** Revision: D-1 -to guide the Media Services Center staff in filling Control requests for media products Enter the Initiate a request original signed on file information into Approval Date: 5/26/06 for services the Work Control Associate Director for Operations (see Note 1) Database **General Information** The following records are generated by this Sort the requests procedure and should be maintained in accordance according to with CID 1440.7: service and Photographic Negatives forward to the **GPO Records** appropriate section JCP Reports of media services Work Control Database Media Services Center (MSC) Work Request (LF 63) Contractor Photographic Services Request (LF 78) erformed Request for Reproduction (LF 77) Perform the Media Duplication Request (LF 373) under work/rework Video Production Request (LF 374) contract? according to the request **Key Point** Note 1 No of Contact Concept must be approved by the Headquarters Communications Materials Review (CMR) Team prior to Yes Perform a submitting a request for Graphics or Printing and Civil service quality review Reproduction services. Submit request for concept review required? (see Note 2) approval at http://communications.nasa.gov/portal/site/osc. Services request methods: Graphics: Requested electronically via the on-line request system Complete the located at http://msc.larc.nasa.gov or hard copy using LF 63 work order and Acceptable? Printing and Reproduction: release with the Requested hard copy using LF 77 job for delivery to Photography: the requester for Yes Available upon schedule only. Contact the Lead acceptance Photographer for appointment. Complete the work order and Photographic Products: release with the Requested hard copy using LF 78 Acceptable? job for delivery to Video Production and Duplication: the requester for Requested hard copy using LF 374 or LF 373 Yes acceptance Multimedia: Verbally contact the Media Concepts Team or see the web site at http://msc.larc.nasa.gov Yes Complete the Archive? archive log No Note 2 Media Specialist The quality review applies to Review the request Review the all products printed through **END END** for clarity of the request for match the Government Printing requirements, to schedule and Office and when requested by resolve any issues expertise and the Media Specialist. The with the requester assign to a media acceptance is based upon the and perform the specialist reviewer's knowledge and work expertise. Random quality checks used Requires to evaluate contractor further work performance are done on on contract? every high-volume printing job. Results are retained in **▼** No the Technical Monitor's Release the work Working File for each contract. and work order for Acceptable? delivery to the requester for acceptance Yes FND

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Verify correct revision before use by checking the LMS Web Site